

85-3580/5

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

End-of-the-Year Processing

FROM:

Harry E. Fitzwater
Deputy Director for Administration
7D18 Hqs

EXTENSION

NO.

DATE

15 November 1985

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Executive Director
7E12 Hqs

2.

3.

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15.

*Jim,
if you would
want to talk to
the people involved,
will arrange.*



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15 NOV
1985

MEMORANDUM FOR: Executive Director

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: End-of-the-Year Processing

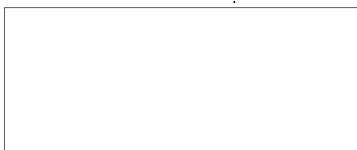
REFERENCE: Note For DDA From the Executive Director, dtd 18 Oct 1985

1. In your 18 October 1985 note to me, you indicated that you have heard that progress had been made regarding the terrifying end-of-the-year processing loads on Logistics and Finance. You will find the following corroborative of that progress, but improvement still is called for.

2. The Office of Information Technology (OIT) contrasted FY 1985 year-end processing (relatively successful) with the previous year's (unsuccessful). Four reasons for the different outcomes are:

- Software fixes to the Contract Information System (CONIF) which mitigated a record deadlock problem. This problem caused severe operational instability in FY 1984. In FY 1985, a "single-threading" approach was implemented which limited deadlock to just the data base operations immediately affected and permitted other operations to continue.
- More timely submission of CONIF input data.
- Improvements in the Generalized Accounting System (GAS) software. GAS had received major enhancements prior to FY 1985. Many problems that had surfaced had been effectively eliminated by FY 1985 year-end closing.
- Improved coordination across-the-board. Once again, FY 1984 experience was an excellent motivator for all parties.

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3. The Office of Finance (OF) reported that:

- FY 1985 year-end processing appeared to go smoother than FY 1984. The implementation of the 31 August cutoff for requisitions under \$25,000, and the Comptroller's requirement to Directorates that they plan their procurement earlier in the fiscal year had a positive impact. In addition, OF had additional experience in working with the on-line commitment and obligation system which was new last year.
- OF was specifically tasked by the Comptroller to be responsible for coordinating the year-end process with all participants. It began planning for the FY 1985 year-end in March. Meetings were held by Office of Logistics (OL), OIT, and OF participants as early as April to alert them to the proposed schedule and anticipated requirements. In June, two one-day classes on the contract process were held for budget officers to get a better understanding of the OL commitment and obligation process. In July and August, meetings were held with OIT production components, Agency Directorates, and an Office level meeting with the Comptroller. In early September, an Engineering Review Board was formed to ensure good communication during the final weeks for production components in OIT, OL and OF. Overall the Offices participating in the FY 1985 year-end processing were successful in improving from FY 1984 and turned in a strong performance.

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4. OL reported that in comparing the fourth quarter of FY 1985 with the fourth quarter of FY 1984, the procurement workload shows a small decrease both in the number of actions (from [redacted] and the amount of dollars obligated (from [redacted]). This can at least in part be explained by a concerted effort by procurement personnel to remind Agency components that wherever possible, efforts should be made to identify requirements and submit paperwork early in the fiscal year to help curb the year-end rush. The fourth quarter decline should not be interpreted as a new trend toward decline in the procurement workload. In fact, the opposite appears true. The total fiscal year showed marked increases in actions (from [redacted] and dollars (from [redacted]). The fourth quarter decline is indicative of a significant move toward a curb on year-end spending.

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5. As you can see by the above, Offices participating in FY 1985 end-of-the-year processing were successful in improving from FY 1984. We will continue to make refinements so that we will continue to improve in subsequent years.

[redacted]
Harry L. Fitzwater

C O N F I D E N T I A L

SUBJECT: End-of-the-Year Processing

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ORIG: DDA/Plans (14 November 1985)

Distribution:

Orig - Addressee

1 - D/OIT

1 - D/OF

1 - D/OL

1 - DDA Subject

1 - DDA Chrono

1 - DDA/MS

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